

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040024-7

REPORTS INVENTORY

CONTROL NO. 24-7

PREPARE IN DUPLICATE

DDF - 83

1. TITLE OF REPORT (if a fill-in report include Form No.)

BI-WEEKLY HIGHLIGHTS REPORT

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

☒

Operations

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

Bi-weekly

1

7. FORMAT (memorandum, form, computer print-out, etc.)

Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

C/EUR and C/FE

10. PREPARING COMPONENT (include lowest level contributing information to report)

Field Stations of EUR and AF

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$67,012.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

For management review and control purposes of station activities by respective Division chiefs.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

☒

RETAIN AS IS

☐ OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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